



East Bands Member Handbook

East Paulding High School

2024 - 2025 Season



Developing Lifelong Excellence in Young People Through a Variety of Music Education Experiences.

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Dear East Bands Family,

Welcome to the **2024-2025** edition of the award winning East Paulding High School Band Program. Our band program has had some incredible accomplishments over the past few years. The Raider Brigade was named Grand Champions, Class Champions, and Reserve Grand Champions at multiple competitions, the EPHS Raider Brigade was selected to perform in the New York St. Patricks Day Parade, our concert bands have repeatedly received superior ratings at the GMEA Large Group Performance Evaluations, and our lessons program and extracurricular programs have been thriving as we strive to present as many opportunities as possible for our members. The past few years have been an extraordinary experience to say the least accompanied but incredible growth in the program.!

You are about to embark on a journey that is sure to be one of the best experiences of your entire life. You will make new friends and lots of memories, while becoming a part of one of the greatest families in the entire Paulding County community. This handbook contains vital paperwork that will allow you to become part of the band program, as well as obtain important information regarding policies, dates, fees, fundraisers, and expectations. Feel free to ask any questions you may have!

Sincerely,

Josh Robichaux
Director of Bands
East Paulding High School



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IMPORTANT DATES!

New/Existing Member Student/Parent Informational Meeting

April 23 @ 6:00 pm - EPHS Band Room

*For all incoming freshmen and existing **students and parents** to the EPHS band.*

Percussion - Audition Camp

May 13-17 @ 4:00 pm - 6:30 pm - EPHS Band Room

ALL percussion students must attend the entire camp.

Color Guard - Audition Camp

May 13-17 @ 4:00 pm - 6:30 pm - EPHS Aux Gym

ALL color guard students must attend the entire camp.

Marching Band Rookie Camp (Winds Only)

May 13-16 @ 4:00 pm - 6:30 pm - EPHS Band Room

ALL rising freshman and the new 2024-2025 high school band student leadership team.

Annual East Bands BBQ Fundraiser and Performance

May 16 @ 5:00 pm - EPHS Gym

ALL high school members and incoming freshmen

Marching Band Sign-Up Night

Friday, May 17 @ 6:00 pm - EPHS Theater

ALL band students and parents must attend

Paperwork is due for ALL Students

\$100 Deposit is due to secure your spot for marching band only ONLY!

Marching Band Show Announcement

Summer Marching Band Camp

*All woodwind, brass, percussion & color guard. **ALL MUST ATTEND!***

Percussion, Color Guard, New Members: **July 10-11** from 9:00 am - 5:00pm

July 12 from 9:00 am - 8:00 pm ***ALL Members***

July 15-19, 22-23 from 9:00 am - 8:00 pm ***ALL Members***

There will be a preview performance on Wednesday, **July 23 @ 7:00 pm at EPHS Main Gym**



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ATTENDANCE/GRADING POLICY

All Performing Ensembles

In order for all members of the East Paulding High School Band to be successful in experiencing efficient, positive, and meaningful rehearsals and performances, the following is the attendance policy for the East Paulding High School Band Program.

1. All members are expected to check the East Bands website and/or band calendar often for updates and to know when all events are scheduled.

The website address is: www.eastbands.com There is a live calendar available with dates provided well in advance.

2. All members are expected to attend ALL rehearsals.

In the event that a member misses a rehearsal, the absence will be categorized as one of the following:

Excused Absence: Following the absence, the member will be allowed to return to the band in good standing, immediately. If absent from the final rehearsal prior to a performance, (i.e. a Thursday rehearsal prior to a Friday night game) the member is ineligible to perform during halftime. It is a safety concern.

Unexcused Absence: The member will receive a zero (0) for their participation grade for that day. The member may not be allowed to perform at halftime with the band at the next game. The member is still required to attend all rehearsals and to participate in all other aspects of the game, but will stand at attention on the front sideline during the performance. Depending on the circumstances, the member may still be taken of individual parts/solos, etc. This happens frequently to members who are absent.

3. Two (2) or more unexcused absences from rehearsal may result in the student being removed from the East Paulding Marching Band/Concert Bands/Winter Guard.

We simply will not allow a student who is habitually absent from rehearsal, to negatively impact the experience of others.

4. An unexcused absence from any performance could result in being removed from the Marching Band/Concert Band/Winter Guard, effective immediately.

The student will receive a "0" for that grade. Make-up assignments may be given for partial credit.

5. Every absence will be taken into consideration on a case-by-case basis.

The following are examples of an **excused absence**: sick (with a doctor's note), death of a family member, and wedding of an immediate family member (brother, sister, mother, father).



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The following are examples of an **unexcused absence**: not feeling like coming to rehearsal, sick (without a doctor's note), homework, birthday, work, a concert, going out of town, vacation, any absence where an acceptable excuse is not provided.

A note on homework: Being a part of the Band Program is not a requirement, it is a privilege. Members of the band are expected to maintain good grades, while simultaneously participating in the band in its full capacity. It is important that members of the band stay on top of their homework and various other assignments so that a conflict does not arise. Students who miss rehearsals due to homework may be removed from the ensemble. Plan your homework and assignments ahead of time.

6. All excuses must be submitted to Mr. Robichaux via email: jrobichaux@paulding.k12.ga.us

If you know you are going to be out ahead of time, please be sure to submit the necessary information to Mr. Robichaux (via email) prior to your absence, in order to make sure your absence will be excused.

If the absence is unexpected, information regarding the absence should be submitted (via email) to Mr. Robichaux on the day you return.

7. All members are expected to be on time for all rehearsals.

2 late arrivals = 1 unexcused absence.

Any late arrival of greater than 1 hour = 1 unexcused absence.

8. Students who are removed from the program (or must quit) for attendance or behavior issues will not be allowed to return to the program in subsequent seasons.

9. All participation fees are not refundable.

Students are not allowed to quit once committed to the marching band season however, if a student is removed from the program, moves, transfers schools, etc, your payment will be considered a contribution to the East Paulding High School Band Boosters, Inc. and will be used to help recover lost funds caused by your student's remaining dues not being paid.

In the event your student is removed from the program, moves, transfers schools, etc, items purchased through the boosters such as shoes, gloves, uniforms, warm-up suits, make-up, body tights, bags or flag bags, will not be distributed to the student. These items will also be used to help recover lost funds caused by your student's remaining dues not being paid.

10. Students who are consistently injured, habitually sit out of rehearsal, are absent from rehearsal, or do not rehearse/ perform up to our standards, may be temporarily removed or replaced altogether.

Remember, the band still has to continue regardless of your circumstance.



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Band Member Behavior and Expectations

All members of the East Paulding High School Band program are expected to hold themselves to the highest standards of behavior and general etiquette while in the school, in performance situations, and involved in band events held on or off campus (including rehearsals). We expect all members of the East Bands program to be leaders both in and out of the classroom. This most importantly includes the rules of the school and those set by the Paulding County Board of Education.

1. Vaping

If it is reported that a student may be vaping on or off campus while representing the band program, administration will immediately be notified as well as the parents. The student will not be allowed to perform in the event taking place at that time or at the upcoming event and an investigation will take place through the school via administration.

If it is found that the student was vaping while representing the band program on or off campus that student will be removed from the band program and will not be allowed to return to the program in the future.

2. Fighting

If a student is involved in a fight on school grounds or while representing the band program, that student will be disciplined by the school and will be removed from the band program. That student will not be allowed to return to the program in the future.

3. ISS/ OSS/ Other Disciplinary Actions

If a student is given ISS multiple times, that student may be removed from the band program and not allowed to return to the program in the future.

Any other offense that the directors find can cause harm to other members or require OSS from the school will be at the discretion of the director and the student will be removed from the program and may not be allowed to return to the program in the future.

Behavior contracts may be issued for any member that has been involved in a situation that does not deem immediate dismissal from the program but, in one way or another, causes damage to the band program or the reputation of the band program.

The well being of every member of this program and the reputation of this program within the school, county, and community are the most important things to me. I can not be everywhere at once and often need the help of leaders within the program to help me gauge the temperature of the program and things that are happening that I may not see on a daily basis. If any student witnesses someone making poor decisions that may negatively affect members of the band program or the reputation of the band program they need to immediately make the directors aware so we can take the proper route in dealing with the situation. We often tried to take care of band issues in-house as students will sometimes make ill-informed decisions however, some offenses will be dealt with accordingly with administration with consequences regarding band participation at the discretion of the directors.



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OFFICIAL EAST BANDS CALENDAR

In lieu of printing the entire calendar,
we have made it accessible online via the link below.

www.eastbands.com/calendar

COMMUNICATION / SOCIAL MEDIA

BAND APP	To Join The BAND APP use the link below: https://band.us/@eastbands
FACEBOOK	“LIKE” us @ EastBands
TWITTER	“FOLLOW” us @ EastBands
INSTAGRAM	“FOLLOW” us @ EastBands

A note on social media: It is the obligation of every student to use social media in a responsible way. Remember, what you say on social media is potentially public to the whole world. Students observed using social media in an irresponsible manner will be dealt with according to school discipline policies and may be dismissed from the band program.

Video Policy: Rehearsal and/or performance videos are never to be posted online without specific written approval from Mr. Robichaux. Failure to acquire written approval may result in copyright infringement. All copyright/sync infringement penalties occurred from individuals posting EPHS band performance videos will be the responsibility of the individual who posted the unapproved videos.



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PUBLIC EXPECTATIONS & ETIQUETTE

All Performing Ensembles

Being a member of the East Paulding High School Band program means that you will constantly be put on display in the public eye. It is vital for the continued success and legacy of our band program, that we always put our best foot forward. The following is a list of some of the specific expectations for etiquette.

FOOTBALL GAMES

Students will...

1. Sit and stay in their assigned sections.
2. Wear the uniform correctly at all times.
3. Treat the uniform and it's parts with respect.
4. Be in the correct place(s) at the specified time(s).
5. Display good sportsmanship at all times.
6. Be attentive to drum majors during the game.
7. Be respectful towards teachers, chaperones and student leaders.
8. Help load/unload trailers.

Students will **NOT**...

1. Bring food into the stands.
2. Publicly display affection towards other students.
3. Swear or use inappropriate gestures.
4. Wear additional items without prior approval (IE sunglasses, hats, jackets, etc.).
5. Use cell phones during games.
6. Harm their instrument, a school-owned instrument or the instruments of others.
7. Leave the stands without a chaperone's permission.
8. Run in uniform.

COMPETITIONS

Virtually all football game expectations and etiquette apply to Marching Band Competitions. In addition:

Students will...

1. Be positive towards other bands and their members, hosts, adjudicators, etc.

Students will **NOT**...

1. Criticize other bands or band performances.
2. Celebrate the shortcomings of other bands.
3. Participate in chants, claps, dances, etc that other bands may be participating in.
4. Criticize adjudicators.
5. Be sore losers.
6. Break "character" before being told to do so.



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UNIFORM POLICY

All Performing Ensembles

Uniforms are an important part of the East Paulding High School Band Program and help set band members apart as we represent the band program and the East Paulding High School as a whole. The uniform is a significant part of the team spirit that characterizes the marching band. We hope that students will take special pride in their distinction. By accepting a uniform, you are accepting the responsibility of taking care of them. Uniforms will be kept at school to help minimize long-term loss and allow for periodic and necessary cleaning.

Uniforms will be fitted and/or assigned to each member during band camp ONLY after the receipt of the first participation fee payment. Students should contact the EPHS Financial Vice President Chris Evans if they are unable to make this payment by the end of the present school year.

Marching Band Brass/Woodwind/Percussion uniforms include a garment bag, jacket, bibber pants, 2 gauntlets, a shako and a storage box. All uniform parts are rented and not property of the student. **Damaged or lost uniform parts will be charged to the student**, just as a textbook or other school property would be.

Concert band attire consists of a tux/dress. All uniform parts are rented and not property of the student. **Damaged or lost uniform parts will be charged to the student**, just as a textbook or other school property would be.

Uniforms will be stored and maintained in the band uniform room. This is where students will pick up their uniforms prior to each performance. There is a specific procedure for this process.

Students will dress at EPHS and wear their uniform on the bus unless otherwise instructed.

After performances, the uniform must be correctly placed on the matching, numbered hangers, and rehung in the correct location in the uniform room. Students will not take the uniform home unless otherwise instructed. Students will not take the uniform home unless otherwise instructed.

The band boosters do not provide marching band shoes, black socks, gloves or wristbands. Marching band shoes are \$40 per pair. These shoes may be used from year to year. Gloves and wristbands are each \$3 per pair. The student supplies his or her own black socks.

IMPORTANT: Hair color and makeup must be NATURAL COLORS only!

Uniform Etiquette will be followed at all times. This includes but is not limited to the following:

1. No running while in uniform.
2. No swearing while in uniform.
3. No crude or obscene gestures while in uniform.
4. No public displays of affection while in uniform.
5. No eating while in (full) uniform.



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BAND CAMP/SEASON REHEARSAL CHECKLIST

MARCHING BAND

The following are items that each marching band member will need for every rehearsal.

- _____ 1. Black shorts (Small logos or designs are fine)*
- _____ 2. White shirt (Small logos or designs are fine)*
- _____ 3. Running Shoes/Athletic Shoes (No sandals, flip flops, etc)
- _____ 4. Hat or visor
- _____ 5. 1-gallon water bottle (Fill up before you come each day)
- _____ 6. Backpack (This will make life much easier)
- _____ 7. Sunscreen
- _____ 8. Bug Spray
- _____ 9. Mechanical Pencil(s)
- _____ 10. Highlighter(s)
- _____ 11. 1-inch 3-Ring Binder
- _____ 12. Clear plastic sheets (for use in 3-ring binder)
- _____ 13. Dot book (Spiral-bound note cards with a string attached)
- _____ 14. Black towel (the size of your instrument)
- _____ 14. Your lunch (every day)**
- _____ 15. Your instrument/mouthpiece/reeds/equipment
- _____ 16. Valve oil/Slide grease
- _____ 17. Missing Paperwork
- _____ 18. Participation Payment #1 (Due first day of band camp)

A few things to consider:

- 1. You may want to bring an extra pair of shoes/socks and a change of clothes to keep in your band locker just in case it rains.
- 2. Keep a snack in your backpack just in case you/someone else needs it.
- 3. The black towel is there to keep your instrument off the dirt/pavement. Depending on your instrument type, several people may share a towel.
- 4. Wear your sunscreen. Re-apply every rehearsal block.
- 5. You will not need a dot book until after band camp starts so if you don't understand what it is, you're fine.
- 6. A karabiner works great for attaching your water bottle to your backpack (and frees-up a hand) for your walk to/from the field.
- 7. If you wear sunglasses, you may be asked to remove them for visual/ensemble rehearsals.

**There may be optional themed spirit days. We will let you know as these come up.*

***Dinners at band camp will be provided by the EPHS Band Boosters.*



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VARSITY LETTERING POLICY

NON-POINT REQUIREMENTS

To qualify for a letter, each student must meet all of the following 6 non-point requirements.

1.	The student must be enrolled in a band class for 2 full semesters. <i>Chorus is an acceptable substitute for color guard students only. Color guard members must be enrolled in fall color guard class and complete a season of winter guard or be enrolled in a spring semester band class.</i>
2.	The student must have ZERO (0) unexcused absences from rehearsals or performances. <i>This includes every ensemble you participate or are enrolled in.</i>
3.	The student must have ZERO (0) disciplinary actions that result in ISS, OSS, or require in program discipline.
4.	The student must NOT quit or be kicked-out of an ensemble.
5.	Student participation fees must be paid in full.
6.	Students must fully participate in 2 fundraisers.

POINT REQUIREMENTS

Each student must also accumulate a total of **100** letter points over the course of a single school year. Points begin at "0" each school year.

50 pts 50 pts	Completing the Marching Band Season Completing the Varsity Winter Guard Season
35 pts 35 pts 35 pts 35 pts 35 pts 35 pts	Perform solo or ensemble literature at the spring showcase concert Perform at solo and ensemble Completing the Junior Varsity Winter Guard Season Auditioning for District Honor Band/GMEA All-State Band Round 1 Taking private lessons on your instrument or color guard equipment for the entire year. (Proof Required) Active member of our leadership team.
25 pts 25 pts 25 pts 25 pts 25 pts 25 pts	Completing a year in a small ensemble and perform at a concert Acceptance and participating in the District Honor Band Event Acceptance and auditioning for GMEA All-State Band Round 2 Acceptance and participating in the GMEA All-State Band Acceptance and participating in the All-American Marching Band Acceptance as a music major in an approved college or university (Proof Required)
15 pts 15 pts 15 pts 15 pts 15 pts 15 pts	Participated in the Paulding County Honor Band Perform at Paulding County Fine Arts Day Taking a 2nd band class for at least one full semester Participation in a EPHS Band approved Student Leadership Camp Participation in a EPHS Band approved Drum Major, Wind, Perc or Guard Clinic *Attend and review 3 concerts outside the EPHS Band Program

*** Must include parent-signed concert program and a 1 page typed review of each concert attended. Concerts you participate in do not count. Multiple ensembles on the same concert do not count separately, this is considered one concert.**



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PARTICIPATION FEES & FINANCIAL POLICIES

Concert Band Only Class Participation Fee	\$50.00
Marching Band Winds/Percussion Participation Fee	\$650.00
Marching Band Colorguard Participation Fee - Returning Member.....	\$750.00
Marching Band Colorguard Participation Fee - New Member.....	\$800.00
<i>*ALL Shoes, Gloves, and Wristbands are NOT included.</i>	
Additional items that may need to be purchased include:	
<i>School Owned Instrument Repair and Upkeep Fee: \$50</i>	
<i>Marching Band Shoes: \$40</i>	
<i>Color Guard Shoes: \$35</i>	
<i>Gloves & Wristbands: \$3 ea.</i>	
<i>*The Concert Band Fee is waived for students who participate in marching band.</i>	
<i>*ALL students using a school owned instrument will be assessed the School Owned Instrument Fee.</i>	
Multiple Student Discount: Families with multiple students participating in the EPHS <u>Marching Band</u> will receive a \$50 discount on the fees for each additional student.	

PAYMENT SCHEDULE

May 17, 2024	\$100.00	Sign-up Night Marching Band Deposit
July 12, 2024	\$200.00	Marching Band Participation Fee #1
August 1, 2024	\$200.00	Marching Band Participation Fee #2
August 1, 2024	\$50.00	School Owned Instrument Fee Due
September 3, 2024	\$50.00	Concert Band Only Class Participation Fee Due
September 3, 2024	\$150.00	Marching Band Participation Fee #3
October 1, 2024	\$150.00	(New) Marching Band Color Guard Remaining Balance Due
October 1, 2024	\$100.00	(Returning) Marching Band Color Guard Remaining Balance Due

***Contact the band boosters for an alternate payment schedule if needed.**



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PARENT VOLUNTEER RESPONSIBILITIES

Each marching band family is responsible for volunteering at 4 events or event shifts throughout the 2024-2025 school year. At sign-up night each family is asked to bring a check for \$150, that check will be held and not cashed, as this is separate from other band related participation payments. Once a family has completed the 4 events or shifts the check will be given back at that time. If a family does not meet the 4 event requirements over the span of the 2024-2025 school year the check will be cashed. It takes a small army to keep East Bands running and all hands on deck. Your volunteerism and support is essential to this program continuing to thrive and for the success of the students.

PAYMENT INFORMATION

All Checks are to be made out to **EPHS Band Boosters**. Please put payment in an envelope with your name and your student's name and what the payment is for on the front. Please do not mail cash payments. All cash payments should be turned into the band black box located in the EPHS Band Room. Printed envelopes are located in the band room for your convenience.

If you would like to make a check payment during the month of June, please mail checks to:

East Paulding High School
Attn: Band Boosters
3320 East Paulding Drive
Dallas, GA 30157

You may pay band fees online using Zelle - Contact Boosters for more information

PLEASE NOTE: ALL marching band participation fees, concert band/class participation fees, uniform accessory payments, and/or additional item purchases are **NON-REFUNDABLE**. In the event you/your student quits, is removed from the program, moves, transfers schools, etc., your payment will be considered a contribution to the East Paulding High School Band Boosters, Inc. and used to help recover lost funds caused by your student's remaining dues not being paid. In the event your student quits, is removed from the program, moves, transfers schools, etc, items purchased through the boosters such as shoes, gloves, uniforms, warm-up suits, make-up, body tights, bags, flag bags, etc. will not be distributed to the student as those items will also be used to help recover lost funds caused by your student's remaining dues not being paid.

Fees paid for one school year do not apply to another school year.



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FORMS AND ACKNOWLEDGMENTS

Forms

All forms and acknowledgements must be completed prior to band sign-up night on May 17. These forms are available on the East Bands website and must be completed prior to any participation in the high school band program.

These forms include the following:

- Permission to Participate
- Paulding County Schools Heat Form
- Medical Form
- Information and Policy Agreement
- Financial Statement and Agreement
- Volunteer Option Form
- School Owned Instrument Usage Agreement

All forms are connected to each other, you must click the link once finishing one to continue to the next, forms can be found on the East Bands website using the following link:

[East Bands Participation Forms](#)

PLEASE NOTE: It is essential for us to keep all of these forms on file at all time for all students due to the amount of rehearsal, travel, and performances that the students participate in the course of the year. We must have current contact information for all parties for communication purposes as well. This information will all be stored on the students Cuttime account and will be available for editing at any time by parents or members.



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BAND BOOSTER CHAIR DESCRIPTIONS

Concessions: Oversees ordering and stocking of supplies of concessions stand. Organizes and cleans concession stands. Shops for food and other goods. Oversees volunteers working concessions at every home game. Can have co-chairs.

Hospitality: Sets menus for band camp, away games, and competitions. Shops for food and other goods. Oversees volunteers during all meal times. Coordinates with Mr. Robichaux on meal times. Sets up menu for DHB and sets up end-of-year banquet. Can have co-chairs.

Uniforms: Oversees fitting of all band students (*during band camp*), including concert band. Makes alterations as needed. Ensures that uniforms are kept orderly. Oversees the ordering of gloves, shoes, wristbands, etc. Organizes dry cleaning and laundering of uniforms. Is responsible for plumes during football games. Can have co-chairs.

Operations: Oversees construction of props for show. Works with Mr. Robichaux on design. Transports and places props for all games and competitions. Loads trailer for away games and competitions. Places water coolers on buses and trailers for away games and competitions. Oversees volunteers for pit crew.

Chaperones: Creates schedule for chaperones. Rides the bus and provides snacks for students. Helps refill water jugs at games.

Fundraising: Oversees fundraising efforts. Works with VP of finance on all fundraising ventures. **There are 3 chairs needed:** Small, Major, and Corporate.

Communications: Sends out weekly newsletter. Gathers info from board/chairs.

Paulding Meadows: Attends monthly meetings regarding Paulding meadows. Oversees volunteers for gate, parking lot, and food booth. Works Paulding Meadows weekend. Sells tickets to band for Paulding Meadows.

Water crew: loads coolers with water and ice before home games. Helps prepare jug coolers for away games and competitions.

Pit crew: works majority of games/competitions on props, helps construct props on designated Saturdays, works the show, pulls trailer.

Member of uniform committee: helps size students for marching and concert band, washes uniforms, hangs uniforms at end of game/competitions.

Member of hospitality committee: serves meals at dinner time (approximately 20 meals, including the 10 days of band camp), can make drinks, can pick up meals, can contribute desserts

Member of fundraising committee: helps coordinate fundraising efforts including distributing order forms, organizing forms and products, and distributing products. Helps run fundraising events.

Media committee: helps coordinate capturing pictures and video of important events throughout the year for our recruitment and year-end videos.